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Mr. Wisner

INTERDEPARTMENTAL FOREIGN INFORMATION ORGANIZATION

MEMORANDUM

TO: General Marguder  
Admiral Stevens  
Mr. Wisner  
General McClure  
Mr. Sheppard  
Mr. Berding

FROM: Edward W. Barrett

SUBJECT: Procedure for Board Meetings

I am circulating this memorandum with a view to expediting the conduct of our board meetings. In order to function effectively, it is clear that the board should have carefully prepared meetings with procedures which insure good paper work in advance, precise agendas and rapid follow-up on action decisions. With your concurrence, I propose that we adhere to the following procedures:

- ✓ 1. Regular meetings to be held on Mondays at 4 p.m. in my office.
- ✓ 2. Meetings will normally be limited to one hour and a half. Except for matters of immediate urgency, important agenda items which are not completed within the normal time will be carried over to a special meeting.
- ✓ 3. Special meetings may be called by the Chairman on his own initiative, or upon the request of any member. When possible, these will be held Fridays at 4 p.m.
- ✓ 4. The agenda for meetings will be circulated at least 48 hours in advance; normally on the Friday morning preceding regular Monday meetings.
- ✓ 5. Members desiring to propose items for the agenda should notify Mr. Stone before the close of business on the Thursday preceding the regular Monday meeting or 48 hours in advance of special meetings.

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State Department review completed

✓ 6. Any papers requiring action or necessary for the conduct of meetings will be distributed as far in advance of meetings as practicable, or with the agenda.

7. Each agenda will carry as regular items:

a. Written or oral reports on current projects (planning or operations) by members, liaison representatives or staff representatives of departments and agencies.

b. Written or oral reports on policy guidance matters.

8. The above reports will be identified whenever possible as being for (a) information, or (b) action.

9. Members' proposals which call for action should, whenever possible be submitted in written form.

10. Minutes of meetings should provide a record of matters discussed, decisions reached and action assigned.

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